



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

July 13, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-02

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Incomplete Forms W-4/L-4

OSUP Memorandum #2001-69 addressed the issue of agencies forwarding certain Forms W-4 and L-4 to this office to be sent to the IRS with Form 941 and to the LA Department of Revenue. We have received notice from the IRS that some of the forms are incomplete. Prior to faxing or mailing the forms to OSUP, agencies must review the forms for completeness. Instruct employees to read the instructions for the forms and complete all areas that are required. This includes employee's full name, address, and social security number. Agencies must also read the instructions and know what information is required to be completed. Agencies should not accept incomplete forms.

Refer to OSUP Memorandum #2001-69 for more information about regulations for forwarding certain Forms W-4 and L-4 to OSUP in order for this office to forward to the IRS and LA Department of Revenue. If you have any questions, please contact a member of the Wage & Tax Administration Unit:

Rachel Bryant	(225) 342-1651	Rhonda Desselle	(225) 342-8928
Cindy McClure	(225) 342-1652		

JWC:APH/kmb